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21 May 1964

**MEMORANDUM FOR:** Assistant Director, Central Reference

**SUBJECT** : OCR Security Violations

**REFERENCE** : Your Secret Memorandum dated 11 May 1964;  
Same subject

1. In accordance with reference, I have personally briefed my Branch and Section Chiefs on the need for increased vigilance in the handling of classified material and information and the carrying out of our security procedures.

2. I have directed that our present procedures be reviewed by the Section Chiefs with each one of their employees and at the same time they impress upon them the need for greater sensitivity to their security responsibilities, both at work and outside.

3. The following specific steps have been taken to improve security procedures:

- a) All classified material within the secure areas must be turned over or covered at the close of business even though such material is not in view through windows or doors. We feel this will be a daily reminder to the personnel in such areas that they do have security responsibility.
- b) The specific procedures for checking each area have been rewritten and will be circulated to all personnel within the areas involved. In addition every six months such procedures will be reviewed and revised if necessary and recirculated.

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Chief, Document Division

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GROUP 1  
Excluded from automatic  
downgrading and  
declassification